

SENIOR TRAINING OFFICER MEETING

Wednesday, 11 May 1977, 1030

A G E N D A

STATINTL

1. Management for Equality and Opportunity

2. FOIA/PA Seminar

3. Revised Component-Conducted Training Report Format (See attached alternative formats)

Mr. Fitzwater

STATINTL

4. Ramifications of the HAC Staff Report, Especially STO/Component Training Officer Relationships

5. The Training Evaluation Responsibilities of OTR and Directorates/Offices

6. Seminars on Performance Evaluation as a Possible Remedy for Unrealistic Fitness Reports

June 5-10
mtg:
~~7. CT Program~~

Approved For Release 2001/08/14 : CIA-RDP81-00896R000100040008-6

referred

Component Training FY 1976

Office of ODP

NAME, LOCATION, LENGTH of COURSE (Hours)	DESCRIPTION	NO. of RUNNINGS	INSTRUCTOR/ OVERHEAD COSTS	TRAVEL AND OTHER COST	COURSE HOURS	COST/ C. HOUR	NO. of STUDENTS	COST PER STUDENT	COST PER STUDENT HOUR
CL (Advanced) FT, Hqs., 32 hrs.)	Designed as an in-depth study of Job Control Language, covering the more sophisticated topics. Requires a working knowledge of JCL or have completed intermediate JCL. Students will code several JCL examples to be run on Agency computers.	1	\$3,200.00	\$1,024.00	32	\$251.04	16	\$502.09	\$15.69
FORTRAN (BASIC)	An introduction to the FORTRAN IV programming of language. Students need have no programming experience. Material covered includes, etc.	1	3,200.00	1,120.00	40	209.50	14	598.57	14.96

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FIRST AID

DESCRIPTION

Provides instruction in the care and handling of the sick and injured before professional medical attention can be obtained. Covers general first aid and procedures to be used to alleviate pain, prevent further injury, and save lives. Students must demonstrate proficiency in emergency medical treatment to successfully complete course.

DESIGNED FOR

Emergency monitors near danger zones, or anyone wishing to be better prepared to administer emergency first aid.

ADMINISTRATIVE DATA

Conducted by:	OMS
Length:	10 hours (4 hours for refresher course)
Frequency:	On request
Place:	Headquarters Building
Class Size:	Maximum of 12
Prerequisite:	Supervisor authorization
Registration:	Contact OMS, Operations Division

HISTORICAL COST DATA

Number of Classes in FY 76:	35
Instructor/Overhead costs:	\$1,045.80
Travel/Other costs:	0
TOTAL	\$1,045.80
Number of Students:	924
Number of Successful Completions:	910
Number of Course Hours:	105
Cost per Course Hour:	\$10.45
Cost per Student:	1.60
Cost per Student Hour:	.16

10 May 1977

STATINTL MEMORANDUM FOR: Agency Training Officers

FROM: [REDACTED]
Chief, Training Services Staff

SUBJECT: Distribution of External Training
Announcements

1. As the central point for receipt and dissemination of announcements of non-Agency training programs, the Office of Training is conducting a survey to identify areas of current interest. Please review the subjects listed on the attachment and indicate those on which your office wishes to receive material. If you have interests that are not included on the list, please identify them.

2. Please return the survey to OTR/TSS/REPG, Room 826, STATINTL Chamber of Commerce Building. Questions should be directed to [REDACTED] extension 3396.

STATINTL [REDACTED]

Attachment:
List of subjects

Training Officer: _____ Office: _____

Mailing Address: _____ Extension: _____

Area Studies _____
 Behavioral Sciences _____
 Communication Skills: _____
 Listening _____
 Reading _____
 Speaking _____
 Writing _____
 Cartography _____
 Contracting _____
 Federal _____
 Cost & Price Analysis _____
 Law _____
 Negotiations _____
 Procurement _____
 Research and _____
 Development _____
 Termination _____
 Economics _____
 Comparative Economic _____
 Systems _____
 Economic Development _____
 Economic Policy _____
 General Economic _____
 Theory _____
 International _____
 Labor Economics _____
 Money, Credit, Banking _____
 Quantitative Economics _____
 Energy/Environment _____
 Engineering _____
 Acoustics _____
 Aerospace/Atmospheric _____
 Biomedical _____
 Chemical _____
 Civil _____
 Design of Materials _____
 Electrical _____
 Fluid Mechanics _____
 Lasers _____
 Mechanical _____
 Nuclear _____
 Ocean Engineering _____
 Optics _____
 Radiography _____
 Structural _____

Finance _____
 Accounting _____
 Auditing _____
 Banking _____
 Budgeting _____
 Corporate _____
 Financial Management _____
 International _____
 Geography _____
 Graphics/Visual Aids _____
 Health/Medicine _____
 Health/Safety _____
 Information Systems _____
 Computer Programming _____
 Data Processing _____
 Operations Research _____
 Systems Analysis _____
 Instructional Development _____
 Evaluation Techniques _____
 Job/Task Analysis _____
 Learning Objectives _____
 Teaching Strategies _____
 Labor Relations _____
 Law _____
 Equal Employment _____
 Opportunity _____
 Freedom of Information _____
 Privacy Act _____
 Library Science _____
 Management/Executive _____
 Development _____
 Corporate _____
 General Management _____
 Insurance _____
 International _____
 Legal _____
 Management by Objectives _____
 Marketing _____
 Personnel _____
 Purchasing _____
 Records _____
 Research and Development _____
 Mathematics _____
 Analysis _____
 Applied Mathematics _____
 Logic _____
 Statistics _____

Metric System _____
Photography _____
Politics/Government/ _____
Foreign Relations _____
Printing _____
Sciences _____
Biochemistry _____
Biology _____
Chemistry _____
Physics _____
Secretarial Sciences _____
Administrative and _____
Clerical _____
Typing/Shorthand _____
Systems Dynamics _____
Technological _____
Forecasting _____
Television/Videotape _____
Word Processing _____
Other Subject Interests: _____

MANAGEMENT FOR EQUALITY OF OPPORTUNITY

INTRODUCTION

The course is designed especially for people in managerial and supervisory positions. It is based upon the assumption that the Agency's ability to promote full utilization of all employees regardless of race, color, sex, religion, national origin, or age, depends upon the awareness and behavior of managerial/supervisory personnel. They have a critical role in making the decisions necessary to eliminate real or apparent discrimination and to promote productive work relations among employees who differ in race, sex or culture. In fact managerial awareness and decisions have a great impact on the recommendations and efforts of EEO, FWP, Upward Mobility and other employees concerned with compliance and affirmative action.

In approaching the task of furthering the EEO concepts, it is recognized that success depends on two factors. The first deals with factual information which the supervisor needs to carry out his job. The second and the more difficult task involves establishing favorable attitudes and long term behavioral response. Primary emphasis will be given to providing the supervisors with information -- information about EEO Programs, processes, and the roles of various participants, including the supervisor. In some instances, information can lead directly to behavioral change. The program also provides the opportunity for the supervisor to look at his own attitudes and those of others and to experiment with new, i.e. more effective behavior. The proposed objectives, schedule, and concept seek to give recognition to the importance of these two factors and of the critical role that supervisors and managers play in the development of all human resources.

MANAGEMENT FOR EQUALITY OF OPPORTUNITY COURSE

OBJECTIVES:

Through lectures, readings, films, group discussion, workshop exercises, and case studies, each supervisor, at the conclusion of the course, should be able to:

1. Identify some of the more prominent ~~and~~ patterns of discrimination and describe their impact upon supervisory processes.
2. Have had the opportunity or been able to critically evaluate his or her own attitudes towards equality of opportunity.
3. Better contribute to the effective utilization of all employees by being aware of and sensitive to several creditable approaches to management behavior and actions.
4. Explain the historical background which gave rise to today's Equal Employment Opportunity Programs.
5. Articulate the Agency's progress in Equal Employment Opportunity Programs.
6. Describe what efforts the Agency is making to be fair to all employees, including describing such programs as the Upward Mobility Program, Federal Woman's Program and the Hispanic Program.
7. Be responsive to the complaint process and know what he or she, as a supervisor, should do when faced with a complaint from an employee.
8. Articulate the significance and importance of major legislation, executive orders and internal CIA policies which affect the management of Equal Opportunity Programs.